

Chapter 22
Defense Civilian Pay System (DCPS)/STANFINS Interface

22-1. Overview

a. There are four DCPS Paying Centers (centers and stations are interchangeable in this section). Each has its own unique Disbursing Station symbol Number (DSSN):

<u>DSSN</u>	<u>DCPS Paying Center</u>
3801	Denver
8347	Charleston
8380	Pensacola
5257	Omaha

b. After making payments to civilian employees the DCPS Paying Center transmits an Accounting Activity Gross Pay Reconciliation file, P3306D04 to each Fiscal Station it services. This file contains the Paying Center DSSN, the Fiscal Station Number (FSN), the pay date, the total dollar amount paid, and other financial data. DCPS transactions are considered cross disbursements and are processed into STANFINS matching the DSSN, FSN, transmittal number, and total dollar amount, in order to clear the DCPS charges.

c. The DCPS Paying Center also transmits a Departmental Gross Pay File to Departmental Accounting at DFAS in Indianapolis. This file contains the DCPS Paying Center DSSN, the total dollar amount paid, and other financial data. After receipt of the DCPS file Departmental Accounting runs a weekly cycle to charge the FSNS. This cycle assigns a transmittal number to each payroll according to the guidelines described in page 22-25 of this chapter.

There are some clearance problems because the assignment of the transmittal number is systemic at Departmental Accounting but manual in STANFINS. In a future change we will have STANFINS assign the transmittal number following the same guidelines as Departmental Accounting in order to improve the clearance of charges.

22-2. Gross Pay Reconciliation File, P3306D04

The Gross Pay Reconciliation File contains four types of records. Each record type (RT) has a Record Type Code. The following figures (Figure 22-1 to Figure 22-4) provide the record layouts as of pay period beginning May 11 1997. The record layout for RT 1 and RT 8 were changed effective pay period beginning May 11, 1997. The prior formats are on page 22-40.

GROSS PAY RECONCILIATION

PAYROLL HEADER RECORD

<u>DATA ELEMENT</u>	<u>RECORD POSITION</u>
RECORD TYPE (VALUE '1')	1
PAY PERIOD ENDING DATE	2-7
FILE IDENTIFICATION	8-12
PAYROLL OFFICE IDENTIFICATION CODE	13-18
ACCOUNTING ACTIVITY RECIPIENT	19-24
DATE PAID (YYMMDD)	25-30
DISBURSING OFFICER VOUCHER NUMBER	31-38
DISBURSING STATION SYMBOL NUMBER	39-44
FILLER	45-160

Each interface has only one Record Type 1. The header record is the first record on the interface. The Accounting Activity Recipient is actually the Army accountable fiscal station.

Data elements Date Paid, Disbursing Officer Voucher Number, and Disbursing Station Symbol Number, are used to prepare the PUQAVK control record.

FIGURE 22-1

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GROSS PAY RECONCILIATION

ACCOUNTING RECORD

<u>DATA ELEMENT</u>	<u>RECORD POSITION</u>
RECORD TYPE (VALUE '3')	1
ACCOUNTING ACTIVITY	2-7
SOCIAL SECURITY NUMBER	8-16
EMPLOYEE NAME	17-43
ACCOUNTING RECORD EFFECTIVE DATE	44-49
APPROPRIATION	
DEPARTMENT CODE	50-51
TRANSFER DEPARTMENT	52-53
FISCAL YEAR	54
BASIC SYMBOL	55-58
LIMITATION/SUBHEAD	59-62
FUND CODE	63-64
BCN/ASN/OBAN	65-70
PROGRAM YEAR	71
OPERATING AGENCY CODE	72-73
MAJOR FORCE PROGRAM/BUDGET PROGRAM ACTIVITY	
CODE/PROJECT CODE	74-79
PROGRAM ELEMENT CODE	80-89
RESPONSIBILITY CENTER/COST CENTER	90-95
EMERGENCY SPECIAL PROJECT CODE	96-97
ELEMENT OF EXPENSE INVESTMENT CENTER SHRED	98-99
ASSIGNED JOB ORDER NUMBER/COST CENTER/PERFORMANCE CODE	100-117
(APC 100-103, PDMAJ 105, PDMIN 106)	
USER NAME	118-144
USER EMPLOYING ACTIVITY	145-150
ACCESS DATE YYYYMMDD	
ACCESS CENTURY	151-152
ACCESS DATE	153-158
DATA LEVEL IDENTIFIER	159
ACTIVITY LEVEL VALUE "A"	
ORGANIZATION LEVEL VALUE "O"	
EMPLOYEE LEVEL VALUE "E"	
PRE-CONVERSION VALUE "P"	
FILLER	160

RT 3 links the applicable individual by Social Security Number (SSN) to the applicable disbursement accounting classification. The RT 3 also links the STANFINS FY/APC to process the related Record Type 4 (Detail Record) to support the payroll accounting function. Within a single pay cycle, an individual may have more than one RT 3 because of accounting adjustments to a previous pay period, a split fiscal year pay period, or a change in job classification within the pay period.

FIGURE 22-2

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GROSS PAY RECONCILIATION

DETAIL RECORD

<u>DATA ELEMENT</u>	<u>RECORD POSITION</u>
RECORD TYPE (VALUE '4')	1
ACCOUNTING ACTIVITY	2-7
EMPLOYING ACTIVITY	8-13
AGENCY CODE	14-15
MAJOR CLAIMANT/COMMAND CODE	16-17
ORGANIZATION	18-24
SOCIAL SECURITY NUMBER	25-33
ACCOUNTING RECORD EFFECTIVE DATE	34-39
PAY PERIOD ENDING DATE	40-45
PAY SYSTEM CODE	46-47
EMPLOYEE TYPE CODE	48
GRADED/UNGRADED INDICATOR	49
WORK SCHEDULE	50
TEMPORARY POSITION CODE	51
GEOGRAPHICAL LOCATION CODE	52-60
STRAIGHT RATE	61-65
GROSS RECONCILIATION CODE	66-67
ENVIRONMENTAL OVERTIME/OTHER INDICATOR	68
JOB ORDER NUMBER	69-98
SIGN INDICATOR	99
HOURS EXTENDED	100-105
SIGN INDICATOR	106
HOURS PAID	107-112
SIGN INDICATOR	113
EXTENDED AMOUNT	114-121
SIGN INDICATOR	122
EARNINGS/EMPLOYER CONTRIBUTIONS AMOUNT	123-130
SIGN INDICATOR	131
DIFFERENCE HOURS	132-137
SIGN INDICATOR	138
DIFFERENCE AMOUNT	139-146
EARNINGS ADJUSTMENT INDICATOR	147-148
CIVILIAN TYPE	149-151
VSI AGENCY CONTRIBUTION AMOUNT	152-159
FILLER	160

Each RT 4 is the detail pay or benefit transaction related to each individual through its related SSN. There may be many type 4 records for one RT 3.

FIGURE 22-3

GROSS PAY RECONCILIATION

TOTAL RECORD

<u>DATA ELEMENT</u>	<u>RECORD POSITION</u>
RECORD TYPE (VALUE '8')	1
SIGN INDICATOR	2
HOURS EXTENDED - TOTAL	3-14
SIGN INDICATOR	15
HOURS PAID - TOTAL	16-27
SIGN INDICATOR	28
EXTENDED AMOUNT - TOTAL	29-40
SIGN INDICATOR	41
EARNINGS/EMPLOYER CONTRIBUTIONS AMOUNT-TOTAL	42-53
SIGN INDICATOR	54
DIFFERENCE HOURS - TOTAL	55-66
SIGN INDICATOR	67
DIFFERENCE AMOUNT - TOTAL	68-79
RECORD COUNT - TOTAL	80-87
FILLER	88-160

Each interface has only one RT 8. It identifies the interface controls for hours paid, the Earnings/Employer Contribution Amount (EECA), and interface record count. It is the trailer record for the Gross Pay Reconciliation File.

FIGURE 22-4

22-3. DCPS/STANFINS Interface Process Codes

a. There are five unique DCPS data elements which are in the RT 4 and are used in combination with the fiscal year of the record to retrieve data from the FUNAVK table. This table contains many combinations of these elements and for each one provides the correct Element of Resource (EOR) and Obligation Data Code (ODC). It also contains a Man-hour Indicator Code to determine if the hours on the RT 4 will be used for reporting, and a MOD Indicator Code to determine if an MOD will be made. The layout of the table is on page 22-20. These data elements are discussed in the sequence shown below:

RT 4 Data Position		
- Work Schedule	WS	50
- Temporary Position Code	TPC	51
- Gross Reconciliation Code	GRC	66-67
- Civilian Type of Pay	CTP	149-151
- Employee Type Code	ETC	48

b. Work Schedule (WS). Each individual supported by DCPS is classified by their type of appointment. Each individual can only have one WS assigned to them at a time. A civilian pay office/system passes this classification code to DCPS based on the individual's SF 50.

F = Full Time
G = Full Time Seasonal
H = Full Time on Call
I = Intermittent
J = Intermittent - Seasonal
P = Part Time
Q = Part Time - Seasonal
R = On Call - Part Time
S = Part Time - Job Sharer
T = Part Time - Seasonal Job Sharer

c. Temporary Position Code (TPC). Each non full-time permanent individual supported by DCPS is classified into one of three categories describing their temporary appointment. Each individual can only have one TPC assigned to them at a time. A civilian pay office/system passes this classification code to DCPS based on the individual's SF 50.

A = Appointment less than 90 days
B = Appointment between 90 days and less than one year
C = Appointment one year or greater
(BLANK) = Full-Time Permanent Appointment (an N is overlaid into this field in the detail records (RT 4) during the SS Cycle prior to comparison to the FUNAVK table.

d. Gross Reconciliation Code (GRC). The DCPS GRC identifies specific types of pay or benefits. On the following pages, Figure 22-5 gives a list and an explanation of GRCs.

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DCPS/STANFINS INTERFACE PROCESS
GROSS RECONCILIATION CODES

C* = COMPENSATORY HOURS
CA = Religious Time Taken
cc = Compensatory Time Callback
CD = Credit Hours Earned
CE = Religious Time Earned
CN = Credit Hours Taken
CR = Religious Time Earned
CT = Compensatory Time Taken

E* = ENVIRONMENTAL (GS PAY STATUS/WG ACTUAL EXPOSURE)
EA = Flying
EB = High Work
EC = Floating Target
ED = Dirty Work
EE = Cold Work
EF = Hot Work
EG = Welding Preheating Metals
EH = Micro-Soldering or Wire Welding and Assembly
EK = Exposure to Hazardous Weather or Terrain
EL = Unshored Work
EM = Ground Work Beneath Hovering Helicopters
EN = Hazardous Boarding or Leaving of Surface Craft
EP = Cargo Handling During Lightening Operations
EQ = Diving Extra Hazardous
ER = Duty Aboard Surface Craft
ES = Work at Extreme Heights
ET = Fibrous Glass Work
EV = High Voltage Electrical Energy
EW = Welding, Cutting, or Burning in Confined Spaces
E1 = Overheight Pay
E2 = Spray Booth Operation
E3 = Sandblasting
E4 = Painters in Energized Area
E5 = Carpenters in Energized Area
E6 = Live Line Maintenance

FIGURE 22-5 (1 of 9)

DCPS/STANFINS INTERFACE PROCESS
GROSS RECONCILIATION CODES

F* = ENVIRONMENTAL (GS/WG PAY STATUS)
FA = Duty Aboard Submerged Vessel
FB = Explosives and Incendiary Material - High Degree
FC = Explosives and Incendiary Material - Low Degree
FD = Poisons (Toxic Chemicals) - High Degree
FE = Poisons (Toxic Chemicals) - Low Degree
FF = Micro-Organisms - High Degree
FG = Micro-Organisms - Low Degree
FH = Pressure Chamber and Centrifugal Stress
FI = Thermal Chamber Test
FK = Work in Fuel Storage Tanks
FL = Firefighting - High Degree
FM = Firefighting - Low Degree
FN = Experimental Landing/Recovery Equipment Tests
FP = Land Impact or Pad Abort of Space Vehicle
FQ = Diving - Skin
FR = Mass Explosives and/or Incendiary Material
FS = Duty Aboard Aircraft Carrier
FT = Participating in Missile Liquid or Solid Propulsion Situations
FU = Diver Tender
FV = Asbestos
FW = Diving
FX = working in Pressurized Sonar Domes
FY = Working in Non-Pressurized Sonar Domes
FZ = Experimental Parachute Jumps
F1 = Hostile Enemy Fire
F2 = Threat of Bodily Harm
F3 = Work in the Destruction Area
F4 = Extreme Heat
F5 = Firefighting
F6 = Explosive Handling

FIGURE 22-5 (2 of 9)

DCPS/STANFINS INTERFACE PROCESS
GROSS RECONCILIATION CODES

H* = HOLIDAY PAY
HC = Holiday Callback
HF = Holiday Work, First Shift (WG)
HG = Holiday Work, Graded
HS = Holiday Work, Second Shift (WG)
HT = Holiday Work, Third Shift (WG)

K* = LEAVE HOURS - NONPAID
KA = Leave Without Pay
KB = Suspension
KC = Absent Without Leave
KD = Office of Worker Compensation Program
KE = Furlough
KF = Non Duty Within Regular Schedule
KG = Military Furlough (Called to Active Duty)

FIGURE 22-5 (3 of 9)

DCPS/STANFINS INTERFACE PROCESS
GROSS RECONCILIATION CODES

L* = LEAVE HOURS - PAID
LA = Annual
LB = Advanced Annual
LC = Court
LD = Donated Leave
LF = Forced Annual
LG = Advanced Sick
LH = Holiday
LI = Military - (DC Guard)
LJ = Shore
LK = Home
LL = Law Enforcement
LM = Military
LN = Administrative
LP = Annual, Restored #3
LQ = Annual, Restored #2
LR = Annual, Restored #1
LS = Sick
LT = Traumatic Injury
LU = Date of Traumatic Injury
LV = Excused Absence
LW = Educator in-School Breaks
LX = Non-Work Paid (Day of Injury/Death)
LY = Time Off Leave Award

FIGURE 22-5 (4 of 9)

DCPS/STANFINS INTERFACE PROCESS
GROSS RECONCILIATION CODES

N* = NIGHT DIFFERENTIAL
ND = Night Differential- GS

O* = OVERTIME
OA = Additional FLSA Hours
OC = Overtime Callback
OI = Overtime Not Paid
ON = Overtime Scheduled - Not Worked - Court/Military Leave
OS = Overtime Scheduled
OU = Overtime Unscheduled
OX = Overtime Unscheduled Exception
OZ = Overtime

P* = NON TIME/ATTENDANCE PAYMENTS
PA = Lump Sum - Annual
PB = Lump Sum - Advanced Annual
PC = Lump Sum - Restored #3
PD = Lump Sum - Restored #2
PE = Lump Sum - Restored #1
PF = Lump Sum - Advanced Sick
PG = Lump Sum - Cost of Living Allowance
PH = Lump Sum - Post Differential, Non-Foreign
PI = Lump Sum - Post Differential, Foreign
PJ = Lump Sum - Tropical
PK = Lump Sum - Standby Premium
PL = Lump Sum - Administrative Uncontrollable Premium
PM = Lump Sum - Second Shift
PN = Lump Sum - Third Shift
PO = Lump Sum - Guam Incentive
PP = Lump Sum - Danger Pay
PR = Final Pay - Credit Hours
PS = Final Pay - Compensatory Time
PT = Final Pay - Religious Compensatory
PU = Final Pay - Advanced Religious Compensatory
PW = Lump Sum - Availability Premium Pay
P1 = Final Pay - Advanced Time Off Award
P2 = Lump Sum - Post Allowance

FIGURE 22-5 (5 of 9)

DCPS/STANFINS INTERFACE PROCESS
GROSS RECONCILIATION CODES

R* = REGULAR PAY
RA = Regular
RB = Regular Entitlement - Callback Overtime Converted
RC = Regular Entitlement - Callback Compensatory Converted
RF = Regular, First Shift (Wage Grade)
RG = Regular (Graded)
RO = Regular Entitlement - Overtime or Comp Time Converted
RP = Regular Entitlement - Compensatory Time Converted
RS = Regular, Second Shift (Wage Grade)
RT = Regular, Third Shift (Wage Grade)
RX = Regular, Created for Emergency Time

FIGURE 22-5 (6 of 9)

Change 52, May 1997

DCPS/STANFINS INTERFACE PROCESS
GROSS RECONCILIATION CODES

S* = SUNDAY PAY
SF = Sunday Work, First Shift (Wage Grade)
SG = Sunday Work (Graded)
SO = Sunday Work, Overtime Converted
SS = Sunday Work, Second Shift (Wage Grade)
ST = Sunday Work, Third Shift (Wage Grade)

U* = EMPLOYER CONTRIBUTIONS
UA = Reemployed Annuitant Offset
UB = Employer Contribution - CSRS (All)
UC = Employer Contribution - FERS (All)
UD = Employer Contribution - TSP Basic
UF = Employer Contribution - Medicare
UG = Employer Contribution - FEGLI
UH = Employer Contribution - FEGHB
UI . Employer Contribution - TSP
UJ = Employer Contribution - OASDI
UK = Employer Contribution - SERS
UM = Employer Contribution - 401(K)
UP = Employer Contribution - Seguro Health/Maternity (Panama)
US = Employer Contribution - Seguro Social (Panama)
UU = Employer Contribution - NAF

FIGURE 22-5 (7 of 9)

DCPS/STANFINS INTERFACE PROCESS
GROSS RECONCILIATION CODES

Y*	=	Not time and attendance type payments
YA	=	Productivity Awards
YB	=	Interest on Back Pay Awards
YC	=	Cost of Living Allowance
YD	=	Post Differential - Non Foreign
YE	=	Living Quarters Allowance
YF	=	Post Allowance
YG	=	Post Differential - Foreign
YH	=	Separate Maintenance Allowance
YI	=	Supplemental Post Allowance
YJ	=	Temporary Lodging Allowance
YK	=	Tropical Differential
YL	=	Benefit Allowance - GMTO
YM	=	Physician Allowance
YN	=	Remote Site Allowance
YO	=	Recruitment Incentive
YP	=	Severance Pay
YR	=	Danger Pay
YS	=	Incentive Pay Award
YT	=	Standby Premium
YU	=	Administratively Uncontrollable Overtime Premium
YV	=	Beneficial Suggestion
YW	=	Incentive Award
YX	=	Merit Pay Award
YY	=	Extracurricular (Teachers)
YZ	=	Extra Duty (Dorm Supervisor)
Y1	=	Transfer Allowance
Y2	=	Education Allowance/Travel
Y3	=	Staffing Differential
Y4	=	Retention Allowance
Y5	=	Supervisory Differential
Y6	=	Recruitment Bonus
Y7	=	Relocation Bonus
Y8	=	Incentive Bonus for Foreign Language Capabilities
Y9	=	Post Separation - COP Entitlement

FIGURE 22-5 (8 of 9)

DCPS/STANFINS INTERFACE PROCESS
GROSS RECONCILIATION CODES

Z* = Not time and attendance type payments
ZE = Sunday Premium
ZF = Holiday Premium
ZG = Shift Differential - Second Shift (Wage Grade)
ZH = Shift Differential - Third Shift (Wage Grade)
ZL = Foreign Language Proficiency Pay
ZM = Availability Premium Pay
Z1 = Fringe Benefits
Z2 = JROTC Supplemental Pay
Z3 = Imminent Danger Pay

FIGURE 22-5 (9 of 9)

Change 52, May 1997

e. Civilian Type Code (CTP). Signifies a type of civilian employee and is used only by the Army. Each individual is classified by their type of position and can have only one CTP assigned to them at a time. A civilian pay office/system passes this classification code to DCPS.

- 001 = Experts and Consultants
- 002 = Law Enforcement, Engineers and Medical
- 003 = Scientific and Professional
- 004 = Students Nurses, Interns and Residents
- 005 = Nonreportable Special Personnel
- 006 = Teachers in Dependent Schools - Outside US
- 007 = Teachers in Dependent Schools - US
- 008 = Other Pay Systems not Otherwise Classified
- 009 = Canal Zone Special Schedule related to GS
- 010 = Canal Zone Special Schedule not related to GS
- 101 = Graded US Citizen
- 102 = Wage Graded US Citizen
- 103 = Graded Panamanians
- 104 = Wage Board Panamanians
- 105 = Koreans
- 106 = Korean Service Corps
- 109 = Italians
- 110 = Other Direct Hire Foreign Nationals
- 118 = Graded US Family Members Overseas
- 120 . Wage Board US Family Members Overseas
- 121 = Senior Executive Service/Executive Schedule
- 122 = General Merit
- 124 = Graded Reserve Component Technicians
- 125 = Wage Graded Reserve Component Technicians
- 126 = General Merit Reserve Component Technicians
- 201 = German Nationals
- 203 . German Labor Service
- 205 = Japanese Master Labor Contract
- 206 = Other Indirect Hire Foreign Nationals
- 301 = Summer Youths
- 302 = Youth Stay-in-School Program
- 303 = Other Special Opportunity Programs

f. Employee Type code (ETC). Indicates the employee is a type that requires unique handling in various portions of the system. Each individual is classified by their employee type code and can have only one ETC assigned to them at a time. A civilian pay office/system passes this classification code to DCPS. The following is a list of ETCs.

- A = Pre-Treaty Transfer of Function-Involuntary (Panama)
- B = Senior Executive Service (SES)
- C = Consultant/Expert
- D = Physician
- E = Executive
- F = Fire Protection Personnel - US Citizens
- J = Post-Treaty Non U.S. (Panama)
- H = Reserved
- L = Law Enforcement Officer
- P = Professor/Naval Faculty
- R = Regular - Graded and Ungraded
- S = Annual Premium for Regularly Scheduled Standby Duty
- T = DODDS Teacher or Principal
- U = Administratively Uncontrollable Overtime
- V = Title 32 Technicians
- W = Foreign National - Regular
- X = Foreign National Fire Protection Personnel

9. Pay System Code (PSC). This code classifies each individual supported by DCPS as either Graded or Ungraded. Each individual can have only one PSC assigned to them at a time. A civilian pay office/system passes this classification code to DCPS. Although this data element is not on the FUNAVK table, it is used in the logic to develop the table to determine which EOR code is assigned to each combination of WS, TPC, GRC, CTP, ETC and FY. For example:

1. The PSC has a direct relationship to the CTP code. All CTP codes are Graded except: 010, 102, 104, 120, and 125.

2. Some GRCs, by definition, are limited to either graded or ungraded employees. That relationship is defined below.

- GRCs only applicable to graded employees: FI, FX, FY, FZ, HG, RG, and SG
- GRCs only applicable to ungraded employees: EC, ED, EE, EG, EH, ES, ET, EV, EW, FC, FE, FG, FR, FU, HF, HS, HT, RF, RS, RT, SF, SS, ST, ZG, and ZH

A list of the Pay System Codes is on page 22-22-41.

h. Additionally, there is another attribute, Pay/Benefit Type Code (PBT) which is a direct attribute of the GRC code. It is not contained in the FUNAVK table but just like the PSC discussed in item g, it is used to determine the EOR when the FUNAVK table is developed.

PBT Code	EOR
B = Benefits	EOR 12**, 15**, & 17**
F = Benefits of Former Employees	13U* - Severance Pay 13Z* - Separation Incentive
M = Mission	Within the DCPS concept, only 43BA
P = Pay	EOR 11**, 14**, & 16**
B = GRCs UB, UC, UD, UF, UG, UH, UI, UJ, UK, UM, UP, US, UU, Y1, Y2, Y4, Y6, Y7, YC, YE, YF, YH, YI, YJ, and YL	
F = GRC YP = EOR 13U*	13U*, 13Z*, and 43BA represent DCPS
GRC YS = EOR 13Z*	unique situations for severance pay, incentive pay, and civilian back pay interest respectively. These three conditions are the
M = GRC YB = EOR 43BA	only time that non-pay/benefit EORs are used.
P = GRC groups C*, E*, F*, H*, L*, N*, O*, P*, R*, S*, & Z* plus GRCs UA, Y3, Y5, Y8, Y9, YA, YD, YG, YK, YM, YN, YO, YR, YT, YU, YV, YW, YX, YY, YZ,	

i. The combination of the five DCPS data elements explained in paragraphs b through f fully describes each type of individual that DCPS supports and the specific types of pay and benefit entitlements. These five data elements relate to each other in a matrix reflective of civilian pay policy, as supported by Public Law. Within the FUNAVK table, there are four attribute codes attached to each unique WS/TPC/GRC/CTP/ETC and FY relationship. They are:

- Obligation Data Code	ODC
- Miscellaneous Obligation Document Indicator	MODI
- Man-Month Indicator	MMI
- Element of Resource	EOR

1. Obligation Data Code (ODC) - The ODC is a direct attribute of the GRC code; "1" represents Intra-Government Obligations and "2" represents Public Obligations. The element is on the FUNAVK Table but an ODC is not assigned to the following exception GRCs because ODC is only applicable to records that have an amount value: CC,CD,CE,CR,KA,KB,KC,KD,KE,KF,KG

ODC 1 = GRCs UB, UC, UD, UF, UG, UH, UI, UJ, UM, UK, and UU
ODC 2 = all other GRCs

2. Miscellaneous Obligation Document Indicator (MODI) - This code is a direct attribute of the GRC code and is a data element on the FUNAVK Table. A MOD Indicator is not assigned to the exception GRC codes identified above because this attribute is only applicable to a record that has an amount value. The values are N - no MOD for this GRC, and Y - create an MOD.

N = GRC groups E*, F*, H*, and O* plus GRCs PA, PC, PD, PE, PG, PH, PI, PJ, PK, PL, PM, PN, PO, PP, PR, PS, PT, PU, P1, P2, Y4, Y6, YA, YB, YO, YP, YR, YS, YU, YV, YW, YX, YY, YZ, ZF, Z1, Z2, Z3

Y = GRC groups L*, N*, R*, S*, and U* plus GRCs CA, CN, CT, PB, PF, Y1, Y2, Y3, Y5, Y7, Y8, Y9, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YT, ZE, ZG, ZH, and ZL

3. Man-Month Indicator (MMI) - This code is a direct attribute of the GRC code and is a data element on the FUNAVK Table. It was developed to avoid duplicating man-hours in STANFINS, thereby overstating the man-months on the CSCFA-218 Report. Duplication occurs, for instance, when a Wage Grade employee works the second shift. The detail record (RT 4) might have 80 hours for his/her regular hours (GRC RS) and 80 hours for the shift differential (GRC ZG). In this case, 160 man-hours would pass to STANFINS. The Man-Month Indicator prevents this duplication by zeroing out the man-hours for any GRC with an MMI equal to 'N'. The following is list of GRCs and their respective MMIs:

N = GRC groups E*, F*, H*, U*, and Y* plus GRCs ND, PG, PH, PI, PJ, PK, PL, PM, PN, PO, PP, P2, ZE, ZG, ZH, ZL, Z1,Z2
Y = GRC groups L*, O*, R*, and S* plus GRCs CA, CN, CT, PA, PB, PC, PD, PE, PF, PR, PS, PT, PU, P1, YY, ZF

4. Element of Resource (EOR) Code. The EOR assignment is based on its relationship to the DCPS WS/TPC/GRC/CTP/ETC combination plus the FY. All six data elements are present on the FUNAVK table. See the table layout below and on page 22-38.

FUNAVK TABLE

THE MAIN PURPOSE OF THIS TABLE IS TO ASSIGN ELEMENT OF RESOURCE CODES TO DCPS TRANSACTION RECORDS "4" USING THE RECORD KEY TO RETRIEVE THE DATA.

TITLE : DEFENSE CIVILIAN PAY SYSTEM ELEMENT OF RESOURCE TABLE

FILE ID: FUNAVK

KEY FIELDS: 1 - 6

FIELD	POSITION	DATA ITEM NAME	REP	LEN	REMARKS
1	1	FUN-EOR-WK-SCH	X	1	EOR WORK SCHEDULE
2	2	FUN-TMP-POS-CD	X	1	TEMPORARY POSITION CODE
3	3-4	FUN-GRS-RECON-CD	X	2	GROSS RECONCILIATION CODE
4	5-7	FUN-CIV-TYP	X	3	CIVILIAN TYPE
5	8	FUN-EMP-TYP-CD	X	1	EMPLOYEE TYPE CODE
6	9	FUN-FY	X	1	FISCAL YEAR
7	10-13	FUN-EOR	X	4	ELEMENT OF RESOURCE
8	14	FUN-ODC	X	1	OBLIGATION DATA CODE
9	15	FUN-MOD-IDC	X	1	MOD INDICATOR CODE
10	16	FUN-MAN-MONTH IDC	X	1	MAN-MONTH INDICATOR CODE

Based on a match on the key fields, the table will return the EOR, ODC, MODI, and MMI. If the GU Code on the RT 4 is not compatible with the GRC, the table will not return an EOR. When an EOR is not returned, the other elements that follow are also not returned.

RT 4 that do not get an EOR are displayed on AVK-689 in the S5 cycle and corrections to the CTP can be done in data entry.

22-4. DCPS Conversion Cycle - ZU Cycle

A. The ZU conversion cycle converts the all pay records in the STARCIPS N3J File to accounting classification records, RT 2. This file, AXQAVK, is transmitted to the DCPS Paying Center where it is used to establish accounting classification records, RT3, in the DCPS payroll files for the funded station and its TFO stations.

The N3J file contains a paying APC and a funded APC. During the conversion cycle STANFINS uses the paying APC to retrieve the accounting classification from the AXWAVK file and create a RT 2. If the ledger code of the APC is 06, 07, 08, or 10, the record would have an accounting classification with the right FSN but not the correct (funded) APC, so we overlay the paying APC with the funded APC and retain the accounting classification of the paying APC even though it may be incorrect. The first Gross Pay Reconciliation File transmitted to the STANFINS site will contain the funded APC and based on it we will retrieve the correct accounting classification from the AXWAVK file and process the record correctly. In cycle SS, since there would be differences in the data elements of the record DCPS sent and the one we actually processed, a compare process will create a change record (RT 2) which will be sent back to DCPS (SU Cycle) to correct their accounting record.

B. The ZU cycle produces three reports:

1. AVK-674, STANFINS Edited Employee/Accounting Pay Code Records Pay Accounts for Fiscal Station. This report displays initial accounting classification records to be transmitted to the DCPS center to establish Type 3 records for processing the first DCPS payroll.

2. AVK-677, STANFINS Edited Employee/Accounting Pay Code Records Assigned Civilian Employees with Invalid APCs. This listing displays the combinations of FY and APC in the N3J records that do not match the combinations of FY and APC in the AXWAVK.

3. AVK-678, DCPS Unmatched Accounting Classification Code. This report is not generated.

C. Review AVK-674 and AVK-677 and make corrections as needed through the local DCPS Customer Service Office prior to the cut-off date of the first DCPS payroll. During the review, a station may find that some employees shown in its DCPS file are funded by other stations. When this occurs, the station must accept these erroneous DCPS charges, process them into STANFINS, and transfer the erroneous charges to the applicable stations on SF 1081.

D. The ZU cycle control cards:

1	2	3	4
1234567890123456789012345678901234567890			
QT5AVK-CNTL01=YYJJCYCLE=AVK0597			
PXQAVK-CNTL01=YYMDDAXQ			

22-5. STANFINS/DCPS CORRECTION CYCLES

A. S5 CYCLE

1. This cycle must be run in order to use the STANFINS correction process. If it is not run the error file for Data Entry is not created. The cycle creates the initial Employee Master File (EMF) on page 22-39, creates the AXWAVK (APC Master File) extract file, AXNAVK, on page 22-37, compares the P3306 DCPS Gross Pay Reconciliation file to the EMF to create new records and identify differences, edits the EMF for blank CTP and for blank or invalid APC, identifies records where an EOR cannot be assigned, overlays the program director codes in the EMFAVK with the program director codes in the AXNAVK file, and produces the error file for Data Entry.

a. The 3 and 4 records in the P3306 are used to build a key which is FY/SSN/PDMAJ/PDMIN (Fiscal Year, Social Security Number, Program Director Major, Program Director Minor). The key is compared to the EMF file and if it is not found, the record is added to the EMFAVK and posted to AVK-715.

b. If the EMFAVK file has the key, but there is a difference in one or more non-key data elements, the records will post to AVK-716. These data elements are APC, PDMAJ, PDMIN, and CTP.

c. This cycle creates a file extract of the AXWAVK (APC Master File) called AXNAVK and based on the FY/APC in the EMFAVK identifies invalid APCs. For the purpose of DCPS, invalid means that the APC is not in the AXN file. If the APC is on the file with a "delete" code, it is considered valid. It further identifies blank APCs and CTPs in the EMFAVK. All these records are written to AVK-693 and to file EXVAVK for TAPS.

d. Records where an EOR cannot be assigned are identified in AVK-689. We use DCPS codes WS, TPC, GRC, CTP, and ETC and the fiscal year of the record to go to the FUNAVK table to assign the EOR. If all the codes are correct there will be a match to the table and the EOR will be assigned in cycle SS. If one of the codes is missing or incorrect, the EOR will not be assigned and the record will reject on the Daily Preliminary Balance report in the Daily cycle.

3. S5 Cycle Output Listing:

a. **AVK-689: DCPS Interface Error Listing.** This report reflects records in the EMF file where an EOR cannot be assigned from the FUNAVK table. This report was originally generated in the SS cycle but because this was after the correction process it was moved to S5 also. The report has two sequences: FY/APC and DCPS Organization Code/SSN. The user should focus on blank or invalid CTPs and mismatches between CTP and PSC (i.e., CTP 102 - Wage Grade, with a PSC G1 - Graded.) PSC is displayed on the report but CTP is the only element that can be corrected in Data Entry, M/F A.4. If the record is not corrected prior to the Daily cycle, the default EOR in the Daily Preliminary Balance is the GRC+"ZZ". Once processed into the Daily Cycle these transactions will be summarized -making research very difficult.

Note: In this step in cycle S5, the system does not assign the EOR. It just checks records to the FUNAVK table to determine if the EOR can be assigned. The assignment of EOR and ODC codes happens in cycle SS.

b. **AVK-693: Blank CTP Employee Master File Error Report.** The key to this report is FY/SSN/PD. It reflects records with blank CTP or blank APC and with invalid APC. The records in this report are in file EXVAVK which is the file that is loaded to Data Entry for the correction process. Records that show on this report can be corrected in Data Entry using the "Modify" option.

c. **AVK-698: In Balance DCPS Gross Pay Reconciliation.** This listing displays a comparison of the totals of the details records to the total record for hours paid, earnings/employer contribution amount, and record count.

d. **AVK-715: Employee Master Records Created.** This report highlights the records added to the Employee Master File. It includes the key to the record: Fiscal Year, Social Security Number, Program Director Major and Minor, and the non-key data elements, APC, Program Director Codes, and CTP. If any one of the non-key elements is missing or incorrect, it must be corrected in Data Entry even though the record is not on AVK-693. Do not use the "Modify" option, it does not work unless the record is on AVK-693.

e. **AVK-716: Employee Master File vs. Gross Pay File Differences.** This report outlines the differences between the incoming P3306 file and the Employee Master File. Key information (FY/SSN/PD) must match on both, but there may be differences in the non-key elements such as APC, PD Codes, and CTP. If so, correct the record in Data Entry but option "Modify" will not work because the record is not on AVK-693.

2. S5 Cycle Control Card Information. This cycle requires a QT5AVK date control record and a PUQAVK record. Although the PUQ is not used until SS, it has to be input in S5. Your analyst is familiar with these records.

Input QT5AVK control record using data entry Mode A, Function L.

123456789012345678901234567890123456789012345678901234567890
QT5AVK-CNTL01=97100CYCLE=AVK0597

Example Control Card-----	Value-----	Explanation-----
QT5AVK-CNTL01=	97100	The date control card ID - Constant Five (5) position Julian date; last 2 positions of calendar year plus Julian date
CYCLE=AVK05	97	The cycle ID - Constant Last two positions of the fiscal year.

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Input PUQAVK control record using Data Entry Mode A, Function X

123456789012345678901234567890123456789012345678901234567890
PUQAVK-CNTL01=78913070325AY300321A86552790B1108

Value-----	Explanation-----
PUQAVK-CNTL01=	Program ID - Constant
789	The block ticket number assignment for the DCPS TA/21 and TA/41 detail transactions (excludes the MOD) .
130	The obligation MOD percentage which will be applied to specific GRCs per the FUNAVK table. If this value is set to '000', the program will abort. If a new MOD is not desired, there is no way to prevent the system from creating one so the analyst must scratch the LUQAVK file which contains these records.
7	The last position of the current FY.
0325	4 position Julian date equivalent to the date paid in position 25-30 of RT 1
A	Constant A. This indicator is not functional. It could be A or B and previously controlled whether and MOD would be created.
Y	A yes/no indicator field that controls whether the LUQAVK (MOD reversal) file is appended to the BUQAVK file for input to the Daily cycle. However, if there is a LUQ file it will be appended regardless of the indicator in this position.
300321	The DOV number assigned by DCPS to this file. The DOV number is in positions 32-39 of #1 record in the DCPS file. However, stations can assign any consecutive numeric DOV number for control/research purposes.

A The DCPS Gross Pay File is considered a TBO transaction and each FSN receiving a file must clear the charge recorded at Departmental Level. As with any other TBO transaction these records must be assigned a transmittal number to clear the charge. In this position, enter the first position of the TBO transmittal number. The value in this position is determined by the pay month in position 27-28 of the 1 record as follows.

USE:	IF:	
D	01	January
E	02	February
F	03	March
G	04	April
H	05	May
J	06	June
K	07	July
L	08	August
M	09	September
A	10	October
B	11	November
c	12	December

8 This is the second position of the TBO transmittal number. The value in this position is determined by the pay day in position 30-31 of the 1 Record.

USE :	IF 30-31:
7	1-14
8	15-28
9	29-31

6552 The DSSN of the DCPS Interface TBO, positions 40-43 of the 1 record. This field is also used to clear the DCPS charges at Departmental Level.

790 The block ticket number which will be assigned to the new MOD records that will be created in SS.

A or B Selects the sequence of AVK-692 DCPS Fund Data Report. Option A selects UIC/Organization/SSN, Option B selects Program Director Major and Minor APC, and SSN.

110 Percentage of the 2nd MOD if it is necessary to do two MODS at the end of the year.

8 FY of the 2nd MOD

Note: The block number in positions 15-17 of PUQ control card must be different from the block number in positions 40-42 to distinguish actual payroll transactions from MOD transactions.

Change 52, May 1997

B. EH Cycle: DCPS VISAM Load.

This cycle loads the EXVAVK file from the S5 Cycle (error records listed on the AVK-693 report) to a VISAM file so users can make corrections through TAPS data entry.

The S5 cycle performs a number of edits and generates several reports among which is AVK-693. This report identifies blank or invalid APCs and blank CTPs. The records on this report are captured in the EXVAVK file which is loaded into TAPS for Data Entry access in Mode A Function 4. To correct records in AVK-693, use record indicator M.

c. TAPS Data Entry: Mode At Function 4.

Record Indicator	FY	SSN	PD	APC	MAJ	MIN	CTYPE
-	-	_____	---	_____	-	-	-----

NOTE : RECORD-INDICATOR A = ADDS TO CORRECTION FILE FOR EMF ADD
M = MODIFIES CORRECTION FILE FOR EMF UPDATE
C = ADDS TO CORRECTION FILE FOR EMF UPDATE
D = ADDS TO CORRECTION FILE FOR EMF DELETE

EMF ADDS, UPDATES AND DELETES WILL ACTUALLY TAKE PLACE IN BATCH IN THE S6 CYCLE.

Even if records are not reflected on AVK-693 you can correct them in Data Entry by using record indicators A, C, or D. You must use the key of the record and then add the non-key data. This will add a new record to the EXVAVK file with the data you enter. The record will then match to the EMFAVK file by key and the non-key data will be overlaid.

D. EI Cycle: DCPS VISAM Unload - This cycle builds file Q5ZAVK from the EXVAVK file which is used later in the S6 cycle to update the EMF file.

E. S6 Cycle: Produce DCPS Input with Corrected APC/CTP.

1. This cycle reads file Q5ZAVK created in the EI cycle, updates the EMFAVK file with the correction records, and updates the DCPS P3306 file from the EMF file. It then makes a new DCPS file. The new file is called AVKPA.P3306D04 which is the input file for the SS/SU Cycles. There is only one output listing from this cycle.

AVK-717: Employee Master File Update Report. This report outlines the added, modified, changed, and deleted records on the EMFAVK file or the reasons which the corrections did not take.

2. S6 Cycle Control Card Information. The QT5 and PUQ control records input in S5 are used to run this cycle. No additional control records are required.

22.6. DCPS/STANFINS Interface Process - SS Cycle

1. This cycle performs the following functions:

- Establishes input file internal controls for (1) Hours Paid (HP), (2) Earnings/Employer Contribution Amounts (EECA), and (3) total interface file records. Although this is done in S5, this second validation ensures that the DCPS file is still in balance.

Assigns the FY/APC from the individual's accounting classification record (RT 3) to each detail transaction (RT 4).

- Assigns the applicable EOR and Obligation Data Code (ODC) to each detail record based on matching detail record Work Schedule (WS), Temporary Position Code (TPC), Gross Reconciliation Code (GRC), Civilian Type Code (CTP), Employee Type Code (ETC), and Fiscal Year (FY) combination to the FUNAVK table. It also assigns the MOD Indicator Code to each detail record based on the Y or N value on the table. If an EOR cannot be assigned to the detail transaction, then the ODC or MOD Indicator cannot be assigned. A manual MOD can be created from PCN AVK-689 if the value of the transactions is material.

Creates the obligation (TA/21) and Disbursement (TA/41) records, Also creates the MOD for records where the MOD Indicator code in the FUNAVK table is set to Y and the reversal records to be used in the next payroll. The obligation and disbursement records and the MOD reversal records for the prior pay period are in the BUQAVK file which will be input to the Daily cycle.

Creates the Document Reference Number (DRN) from the detail transaction (RT 4) and assigns it to each obligation, disbursement, and MOD record. The DRN is created using the following logic:

DRN-----	DRN-----		
POSITION	VALUES-----	RT	POSITION
1- 2	constant "CP"		
3	Department Identifier	3	23- 24
	Department 17 = "N" (Navy)		
	Department 21 = "A" (Army)		
	Department 57 = "F" (Air Force)		
	Department 97 = "D" (Defense)		
	Department ?? = "X" (default)		
4- 5	DCPS Pay Systems Code	4	46- 47
6- 8	DCPS Civilian Type Code	4	149-151
9-14	DCPS Pay Period Ending Date	4	40- 45

The document reference number (DRN) for each payroll transaction on AVK-694 is created using the above logic. The DRN for each MOD transaction on AVK 694 is created using the above logic except position 14 of the DRN becomes an 'M'.

2. Output listings:

a. **AVK-689: DCPS Civilian Employee Missing Assigned EORs.**

This error report should be identical to the one produced in cycle S5 except for corrections done in Data Entry. If so, unless S5 is run again, and we do not recommend this, there is not another opportunity to correct them in Data Entry. The default EOR which will show on the Daily Preliminary Balance report in the Daily cycle is the GRC+"ZZ".

b. **AVK-692: DCPS Fund Data Report.** This report displays each

individual social security and all pay and benefits. As of pay period beginning May 11, 1997, it will also display the employee name and the "User Name" which identifies the CSR who worked the account. The report is generated in two sequences; UIC/Organization/SSN orientation and Program Director Major and Minor, APC, and SSN. The report sequence is selected in the PUQAVK control record which is input in the S5 cycle.

c. **AVK-694: Random Recap.** This report provides a formatted

listing of the transactions in the BUQAVK file which is input to the Daily cycle. These transactions are sorted and summarized by Block Ticket Number, TA, EOR, APC, ODC, and DRN.

d. **AVK-698: In/Out Balance DCPS Gross Pay Reconciliation.**

This listing displays a comparison of the totals of detail records with total records regarding the following: hours paid, earning/employer contribution amount, and record count. It is the same reconciliation that was done in cycle S5.

3. SS Cycle Control Card Information - This cycle uses the QT5AVK date control record and the PUQAVK which were input in cycle S5.

4. Processing Multiple DCPS Files

Many stations receive multiple DCPS files (from more than one DCPS Center) each pay period. These files cannot be merged. To process multiple DCPS files, the system analyst must read VDDs 45-03 and 45-04 to modify the JCL (job control language) to identify which MOD reversal belongs to which DCPS file for the SS/SU Cycles. In a future change package, we hope to resolve this problem by having a process to combine multiple files into one.

22-7. DCPS/STANFINS Interface Process - SU Cycle

1. This cycle produces error reports dealing with erroneous accounting classification data from DCPS and information reports for users. The SU Cycle also creates accounting classification change records for transmission back to the DCPS Center and creates a file of all records also for transmission back to DCPS.

2. SU Cycle Output Listings.

The first two reports from the SU Cycle are in Social Security Number sequence. They give individual level visibility of erroneous accounting classification data in DCPS that adversely affects the Statement of Transaction report generated by the disbursing activity processing the DCPS payroll.

a. **AVK-677: Edited Employee/Accounting Pay Code Records Assigned Civilian Employees with Invalid APCS.** This report lists DCPS RT 3 that do not have a FY/APC match in the AWXAVK. Although this information was given to the user in the S5 cycle in AVK-693, we do it again at the end of the DCPS processing in case some records were not corrected. Records not corrected will reject on the Daily Preliminary Balance report.

b. **AVK-678: DCPS Accounting Classification Codes.** This report lists DCPS RT 3 that match on FY/APC but where one or more of the other data elements of the accounting classification are not correct. The report displays the incorrect RT 3 the way it was received from DCPS.

c. **AVK-674: Stanfins Edited Employee/Acctg Pay Code Records-Pay Accounts for Fiscal Station-Paying Accounting Classification.** This report displays every accounting RT 3 that came in on the DCPS file, reformatted in RT 2 format. The records are written to file AXQAVK for transmission back to the DCPS Paying Center. This report and file AXQAVK are generated if "AXQ" is the option selected in the PXQ control record.

d. **AVK-676: DCPS Accounting Classification Change Records-Paying Accounting Classification.** Displays a record in RT 2 format for every accounting record RT 3 that was changed in the Stanfins process. If records are changed in Data Entry, they are flagged for inclusion in this file. If no change is done in Data Entry but one or more of 10 specific data elements in the accounting classification is different, the records are included in this file also. STANFINS uses the FY/APC on the 3 Record to find a match in the AXNAVK and compares 10 data elements to identify where there is a difference. Even though the APC from DCPS is correct and not changed in Stanfins, the accounting classification in the AXWAVK file could have changed, thus creating a difference during the compare process. This report and file AXSAVK are generated if "AKS" is the option used on the PXQ control record.

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The following data elements in the RT 3 are used in the comparison to the AXNAVK file in order to identify those records where one or more data element is different.

APC Master File Extract (AXNAVK)

KEY	Fiscal Year	(FY)	1
	Accounting Processing Code	(APC)	2-5
1	Program Director (Major)	(PD)	34
2	Program Director (Minor)		71
3	Department	(DPT)	8-9
4	Basic Symbol	(BS)	12-15
5	Limitation	(LMT)	16-19
6	Program Year	(PY)	20
7	Operating Agency	(OA)	21-22
8	Allotment Serial Number	(ASN)	24-27
9	Program Element	(PE)	28-33
10	Fiscal Station Number	(FSN)	36-41

DCPS Record Type 3

KEY	Fiscal Year/ Assigned Job Order (APC)	(FY) (APC)	39 71-74
1	Program Director Major	(PD Maj)	76
2	Program Director Minor	(PD Min)	77
3	Department	(DPT)	23-24
4	Basic Symbol	(BS)	29-32
5	Limitation	(LMT)	33-36
6	Program Year	(PY)	40
7	Operating Agency	(OA)	41-42
8	Allotment Serial Number	(ASN)	43-46
9	Program Element	(PE)	49-54
10	Fiscal Station	(FSN)	61-66

Note: Effective May 11, 1997 the RT 3 format has changed. Although STANFINS will continue to process based on the old format, these are the new positions for the data elements that we use to do this comparison.

KEY	Fiscal Year/ Accounting Processing Code	(FY) (APC)	54 100-104
1	Program Director Major	(PD Maj)	106
2	Program Director Minor	(PD Min)	107
3	Department	(DPT)	50-51
4	Basic Symbol	(BS)	55-58
5	Limitation	(LMT)	59-62
6	Program Year	(PY)	71
7	Operating Agency	(OA)	72-73
8	Allotment Serial Number	(ASN)	65-68
9	Program Element	(PE)	74-79
10	Fiscal Station Number	(FSN)	61-66

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f. **AVK-688: DCPS APC to Organization Code Listing.** This information report links the AXWAVK record FY/APC used for civilian pay to the DCPS organization codes.

This is the current format of the RT 2 which is sent back to DCPS in the AXSAVK or AXQAVK file, depending on the option selected by the user. We also show the RT 2 format that will be sent back after the DCPS change effective with pay period beginning May 11, 1997.

CURRENT RECORD TYPE 2 FORMAT (not valid after pay period beginning May 11, 1997) .

Position	Data Element
1	RECORD TYPE
2-10	SOCIAL SECURITY NUMBER
11-16	EFFECTIVE DATE
17-18	DEPARTMENT
19-20	TRANSFER DEPARTMENT
21-22	FILLER
23-26	BASIC SYMBOL
27-30	LIMITATION
31-32	FUND CODE
33	FISCAL YEAR
34	PROGRAM YEAR
34-36	OPERATING AGENCY CODE
37-40	ALLOTMENT SERIAL NUMBER
41-42	FILLER
43-48	BUDGET PROGRAM ACTIVITY CODE
49-54	FILLER
55-60	FISCAL STATION NUMBER
61-64	FILLER
65-68	ACCOUNTING PROCESSING CODE (APC)
69	FILLER
70	PROGRAM DIRECTOR MAJOR
71	PROGRAM DIRECTOR MINOR
72	BLANK
73-160	FILLER

Change 52, May 1997

RECORD TYPE 2 FORMAT EFFECTIVE PAY PERIOD BEGINNING MAY 11, 1997

POSITION	DATA ELEMENT
1	RECORD TYPE
2-10	SOCIAL SECURITY NUMBER
11-16	DATE EFFECTIVE
17-22	FILLER
23-28	DEPARTMENTAL REPORTER
29-34	ACCOUNTING ACTIVITY (FSN)
35-36	DEPARTMENT CODE
37-38	TRANSFER DEPARTMENT
39	FISCAL YEAR
40-43	BASIC SYMBOL
44-47	LIMITATION/SUBHEAD
48-49	FUND CODE
50-55	BCN/ASN/OBAN
56	PROGRAM YEAR
57-58	OPERATING AGENCY CODE
59-64	PROJECT CODE
65-74	PROGRAM ELEMENT CODE
75-80	RC/CC
81-82	EMERGENCY SPECIAL PROJECT CODE
83-84	EEIC SHRED
85-102	ASSIGNED JON/CC/PC
85-88	APC
90	PROGRAM DIRECTOR MAJOR
91	PROGRAM DIRECTOR MINOR
97-99	CTP
103-172	FILLER

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4. SU Cycle Control Card Information. This cycle uses QT5AVK and PXQAVK control records. Remember to use Data Entry Mode D, Function 4 and list this cycle so the systems analyst pulls the applicable control cards for the upcoming cycle. Ensure all required cycles are displayed on the same screen at the same time for desired cycles.

Data Entry Mode A, Function L

1	2	3	4	5	6	7
123456789012345678901234567890123456789012345678901234567890						
QT5AVK-CNTL01=97100CYCLE=AVK0597						

Value-----	Explanation-----
QT5AVK-CNTL01=	The date control card ID.
97	Last two positions of the calendar year.
100	The cycle processing Julian date.
CYCLE=AVK05	The cycle ID.
97	Last two positions of the fiscal year.

Data Entry Mode A, Function Y

1	2	3	4	5	6	7
123456789012345678901234567890123456789012345678901234567890						
PXQAVK-CNTL01=971006AXS (or AXQ)						

Value-----	Explanation-----
PXQAVK-CNTL01=	Program ID
97	The last two positions of the calendar year.
10	A two position month indicator where 10 = October.
06	A two position day within the month.
AXQ or AXS	Identifies whether we create the change file (AXS) or the entire file (AXQ)

22-8. DELETE RECORDS FROM EMF FILE - CYCLE SV

A. This cycle deletes from the EMFAVK file all records which do not meet the following criteria:

- Records with FY equal to current year
- Records with FY equal to current year minus 1
- Records with FY equal to X year

When the cycle is run, every record in the EMFAVK file which does not meet the above criteria will be deleted from the file.

B. Output Report: A new report, AVK-717 Employee Master Records Deleted, will display the key and non-key information on every record which is deleted.

Keep in mind that the system uses position 32 of the QT5 control record to define what current year is.

C. Control Record: This cycle requires a QT5 control record.

Data Entry Mode A, Function L

1	2	3	4	5	6	7
123456789012345678901234567890123456789012345678901234567890						
QT5AVK-CNTL01=97100CYCLE=AVK0597						

Value-----	Explanation-----
QT5AVK-CNTL01=	The date control card ID.
97	Last two positions of the calendar year.
100	The cycle processing Julian date.
CYCLE=AVK05	The cycle ID.
97	Last two positions of the fiscal year.

If position 32 is 7, the cycle will delete records with FY 5 and prior, if it is 8, then 6 and prior will be deleted.

22-9 COMPUTATION OF MAN MONTHS FOR CSCFA 218 REPORTING

To calculate man months we use the civilian pay hours recorded in the BXUAVK for the whole year from the Type Action 21 transactions processed. The computation is done during the end of the month process as we generate the CSCFA 218 report.

To calculate man months we use 1) Workhours FYTD (WH) which is the total hours posted in the BXUAVK, 2) Paid Hours per Workday (PHW) which is 24 for firefighters, 11.2 for fire chief, 7.7 for German Local Nationals, and 8 for all others, and 3) average days per month (ADPM).

An external table, TMMAVK, provides the average days per month (ADPM) for each month of the current fiscal year. The table is updated once a year by our office. STANFINS uses a moving average as the ADPM because of the varying number of paid days per month and the distortion that will result if a straight average is used. The ADPM is obtained by dividing the cumulative workdays FYTD (CWD) by the cumulative months FYTD (CMY). The following shows the ADPM for fiscal year 97.

TMMAVK TABLE (ALL OTHERS)

	Workdays Per Month	Cumulative Workdays FYTD (CWD)	Cumulative Months FYTD (CMY)	Average (ADPM)
OCT 96	23	23	1	23.0
NOV 96	21	44	2	22.0
DEC 96	22	66	3	22.0
JAN 97	23	89	4	22.3
FEB 97	20	109	5	21.8
MAR 97	21	130	6	21.7
APR 97	22	152	7	21.7
MAY 97	22	174	8	21.8
JUN 97	21	195	9	21.7
JUL 97	23	218	10	21.8
AUG 97	21	239	11	21.7
SEP 97	22	261	12	21.8

TMMAVK TABLE (FIREFIGHTERS)

	Workdays Per Month	Cumulative Workdays FYTD (CWD)	Cumulative Months FYTD (CMY)	Average (ADPM)
OCT 96	23	13.8	13.8	13.8
NOV 96	21	12.6	26.4	13.2
DEC 96	22	13.2	39.6	13.2
JAN 97	23	13.8	53.4	13.4
FEB 97	20	12.0	65.4	13.1
MAR 97	21	12.6	78.0	13.0
APR 97	22	13.2	91.2	13.0
MAY 97	22	13.2	104.4	13.1
JUN 97	21	12.6	117.0	13.0
JUL 97	23	13.8	130.8	13.1
AUG 97	21	12.6	143.4	13.0
SEP 97	22	13.2	156.6	13.1

To calculate man months, which is a cumulative figure for the year, we take the workhours FYTD figure in the BXUAVK and divide it by the paid hours per workday multiplied times the average days per month.

AXNAVK FILE RECORD LAYOUT

Position	Field title	REP	Length
1-5	KEY to File		5
1	Fiscal year	AN	1
2-5	APC	AN	4
6	Fiscal Action Code	AN	1
7	Delete Code	AN	1
8-41	Accounting Classification	AN	34
8-9	Department Code	AN	2
10-11	BLANK	AN	2
12-15	Basic Symbol	AN	4
16-19	Limitation	AN	4
20	Program Year	AN	1
21-22	Operating Agency	AN	1
23	Reimbursement Designator	AN	1
24-27	Allotment Serial Number	AN	4
28-33	Program Element	AN	6
34	Program Director - Major	AN	1
35	Fiscal Year Approp Group	AN	1
36-41	Fiscal Station Number	AN	6
42-52	AMS code	AN	11
53-63	BLANK	AN	11
64-65	Ledger Code	N	2
66-70	BLANK	AN	5
71	Program Director - Minor	AN	1
72-160	BLANK	AN	89

FUNAVK TABLE Description

Position	Field title	REP	Length
1	EOR Work Schedule Code	AN	1
2	Temporary Position Code (TPC)	AN	1
3-4	Gross Reconciliation Code (GRC)	AN	2
5-7	Civilian Type (CTP)	AN	3
8	Employee Type Code (ETC)	AN	1
9	Fiscal Year	AN	1
10-13	Element of Resource (EOR)	AN	4
14	Obligation Data Code (ODC)	AN	1
15	MOD Indicator Code (MOD IDC)	AN	1
16	Man Hour Indicator Code MHI)	AN	1

EMFAVK FILE RECORD LAYOUT

Position	Field title	REP	Length
1-12	KEY to File		12
1	Fiscal Year	AN	1
2-10	Social Security Number	AN	9
11	Program Director - Major	AN	1
12	Program Director - Minor	AN	1
13	BLANK	AN	1
14-17	APC	AN	4
18	BLANK	AN	1
19	Program Director - Major	AN	1
20	Program Director - Minor	AN	1
21-31	BLANK	AN	11
32	BLANK	AN	1
33-35	CTP	AN	3
36-80	BLANK	AN	45

Change 52, May 1997

GROSS PAY RECONCILIATION RECORD FORMATS PRIOR TO PAY PERIOD BEGINNING MAY 11, 1997

PAYROLL HEADER RECORD

<u>DATA ELEMENT</u>	<u>RECORD POSITION</u>
RECORD TYPE (VALUE '1')	1
PAY PERIOD ENDING DATE	2-7
FILE IDENTIFICATION	8-12
PAYROLL OFFICE IDENTIFICATION CODE	13-18
PAYROLL OFFICE ACCOUNTING ACTIVITY INDICATOR	19
ACCOUNTING ACTIVITY RECIPIENT	20-25
DATE PAID	26-31
DISBURSING OFFICER VOUCHER NUMBER	32-39
DISBURSING STATION SYMBOL NUMBER	40-45
FILLER	46-160

ACCOUNTING RECORD

<u>DATA ELEMENT</u>	<u>RECORD POSITION</u>
RECORD TYPE (VALUE '3')	1
ACCOUNTING ACTIVITY	2-7
SOCIAL SECURITY NUMBER	8-16
ACCOUNTING RECORD EFFECTIVE DATE	17-22
APPROPRIATION	
DEPARTMENT CODE	23-24
TRANSFER DEPARTMENT	25-26
ANNUAL YEAR	27
MULTIPLE YEAR	28
BASIC SYMBOL	29-32
LIMITATION/SUBHEAD	33-36
FUND CODE	37-38
FISCAL YEAR	39
PROGRAM YEAR	40
OPERATING AGENCY CODE	41-42
ALLOTMENT SERIAL NUMBER/OPERATING BUDGET	
ACCOUNT NUMBER/BUREAU CONTROL NUMBER	43-48
MAJOR FORCE PROGRAM/BUDGET PROGRAM ACTIVITY	
CODE/PROJECT CODE	49-54
PROGRAM ELEMENT CODE	55-60
RESPONSIBILITY CENTER/COST CENTER	61-66
EMERGENCY SPECIAL PROJECT CODE	67-68
ELEMENT OF EXPENSE INVESTMENT CENTER SHRED	69-70
ASSIGNED JOB ORDER/ASSIGNED COST CENTER/	
ASSIGNED PERFORMANCE CODE	71-88
(APC 71-74, PDMAJ 76, PDMIN 77)	
FILLER	89-160

PAY SYSTEM CODES

A code describing the various categories of personnel for pay purposes. The Pay System Codes in the system are derived from the Pay Plan Code, Special Program Indicator, and Employee Type Code.

D1 All Demonstration Project positions

ES Senior Executive Service

EX Executive Pay

FG Foreign Non-Wage Board except those identified in other codes - Panama (NON-U.S.) with non-manual pay plans of NE, NM, NX, TP, and special pay plans of CZ and SZ are included.

FW Foreign Wage Board types - Panama (NON-U.S.) with manual pay plans of FN, FS, LX, MG, ML, MS, MX, SX, WT are included.

GM Federal Manager types

G1 General Schedule types - Panama (U.S.) with non-manual pay plan of NE, NM, NX, and special pay plan of CZ and SZ are included.

G2 Faculty/Professors - Naval War College, Naval Academy, and Postgraduate School - less than full year/accelerated FEHB

G3 Experts, consultants, and Advisory Committee members

G4 Teachers in Dependent Schools (TP - U.S. Citizens Only)

G5 Schedule 1 Employment. Section 213.3102(V) and (W) classified and paid at GS rate.

G6 Federal Junior Fellowship Program Schedule B or Worker Trainee Opportunities Program employees paid under a graded pay plan.

G9 Other administratively determined salaried positions not elsewhere defined.

ST Scientific and Professional

WM Civilian Mariner (Maritime)

W1 Federal Wage System (FWS) -Panama (US) with manual pay plans of FN, FS, LX, MG, ML, MS, MX, SX, WT are included

W5 Same as G5 except classified under and paid at a regularly established rate under a wage system or at a special rate under agency authority.

W6 Worker - Trainee Opportunities Program (WTOP)